

SOHAM TOWN COUNCIL

Minutes of the Annual Meeting of Soham Town Council held at the Pavilion, Soham, on Monday 11 May 2020.

Present: C Warner¹, P Lane, D Woricker, G Dyer, & Mesdames R Aitchison, E Johnston, A Woricker & A Pallett
In Attendance County Cllr M Goldsack & District Cllrs A Jones and V Charlesworth

Prior to start of the Annual Meeting of Soham Town Council:

PUBLIC COMMENT TIME AND COUNTY & DISTRICT CLLR REPORTS

Cllr Warner welcomed both participants to the Zoom™ video conferencing platform and also those observing the meeting being streamed live via Youtube™ acknowledging not only the legislation that had to be put in place by Central Government in an extremely short timeframe to allow council (local authority) meetings to proceed at all but to the additional logistic preparative work including changes to in-house, Cllr's own IT hardware and training which were needed to enable this meeting to go ahead this evening.

Commenting on the limited resources faced by lower tier authorities unlike their higher tier counterparts Cllr Warner noted its own office staff had continued their normal operations working remotely during lock down whilst taking on the additional daily responsibility as primary contacts for essential/basic support to vulnerable/self isolating/shielding residents in Soham during the coronavirus COVID 19 outbreak. From Monday 18th May 2020 the reception at the Pavilion would be open to the Public for walk-in enquiry two mornings a week (Tuesday, Thursday 9am-1pm-social distancing measures continue to apply) outside of which staff would continue to work from home. Under these considerations constraints and difficulties Cllr Warner noted that tonight's meeting would most likely not run as smoothly or professionally as usual and be 'perfect first time around' but he encouraged both participants and observers to be considerate to the considerable efforts made and show support in what was proving and continues to be highly unusual challenging, stressful and continual changing times for all concerned.

Confirming with the Clerk that no representations had been received from members of public to matters on the agenda or more generally Cllr Warner invited County Cllr Goldsack to read out his prepared report on Cambridgeshire County Council (CCC) activities and matters affecting Soham or more generally a summary of which is provided below:

- CCllr Goldsack noted that both he and CCllr Hunt had due to personal and family health and age related grounds been confined to their respective homes but remained active in supporting the County Council's work in Covid 19 support activities (see 34.20 below). Cllr Hunt anticipates he will commence attending parish and town meetings either virtually or in person from 1st July onwards. At every level, CCllr Goldsack acknowledged those working hard to support the vulnerable in their communities.
- The 22 mile, £1.5 billion A14 upgrade between Milton and west of the A1 will be open this summer six months ahead of its planned construction schedule. This improvement will reduce the current car and HGV traffic on A1123 between Downfields' roundabout, Soham and Earith. Attention will now be focused improvements on A142/A14 junction at Exning addressing the tailbacks out and into Soham during morning and evening commute.

¹ Subject to minute 30.20

- Cambridgeshire County Council's (CCC) Household recycling centres which have been closed during the lockdown are now open. Some restrictions due to social distancing need to be observed and proof of residency is needed by those attending.
- Working with town Cllr Johnson Cllr Goldsack has endorsed an expression of interest for funding under CCC Communities Improvement Scheme for the allocation of land at the Shade (common) and other parcels within the town to be used for open space community walking, play areas, woodland recreational and sporting uses. Cllr Goldsack anticipates an update/indication of success/progress by the end of May.
- Cllr Goldsack noted that the first virtual full council meeting for CCC will take place next week noting that committee meetings have already taken place using this medium and will like this evening's meeting comprise of a Zoom and Youtube live stream.
- During the lockdown period and not unsurprisingly crime in and around Soham had drastically reduced. Noting that the main perpetrators of the youth anti-social behaviours were being dealt with via the police system as reported in March and plans remain in place to establish a volunteer led youth service in Soham, but obviously this initiative has been delayed by the COVID 19 restrictions.
- Cllr Goldsack noted that he had participated in the first of two seminars about the planned Soham Solar Farm expansion by CCC and recommended where possible for Cllrs to join the second one (13th May 2020 at 6pm., join at <https://zoom.us/j/112409311>). He considered it an excellent seminar highlighting the proposed planned perimeter walkway and nature haven in amenity improvements and answering many question(s). This amenity will provide a full circular walk around the edge of the site from near the railway crossing, Angle Common to the river near the railway bridge crossing and Cllr Goldsack noted that CCC was fully invested in delivering this amenity.
- On 1st May a planning application was submitted under permitted development for the Soham Rail Station. If this receives approval by the Planning Authority then work should commence on this project in the Autumn of this year. Cllr Goldsack confirmed that he was liaising with County Highways division regarding the road layout and parking issues in the local vicinity which remains a major concern for residents in the vicinity of Mereside, Station Rd, Fountain Lane Mill Corner, Clay St and Gardners Lane. Cllr Goldsack confirmed that he would update the town council on findings and recommendations at the earliest opportunity.
-Cllr Warner noted that any traffic management mitigation scheme should include a one way system in this area to regulate speed and address parking deficiencies.
- Finally CCllr Goldsack felt compelled to note the magnificent effort by volunteers, councillors, Council staff and others in support of those most vulnerable in our society - seeing people do shopping for others, collect prescriptions, and much more. Linked to the County Hubs, which have been created to handle those cases that cannot be serviced at the local level the battle against Covid-19 remains ongoing. CCllr Goldsack impressed on those present and more generally where you know anyone on these Government 'at risk' lists that has not yet contacted the 'hub' to discuss their own position and needs please encourage them to do so. This week Hub staff have visited addresses tracing those who have been identified but as yet failed to make contact. Whilst nationally we appear over the peak the advice remains that social distancing is paramount in all activities. If you cannot work from home and you can do so safely you can now go back to work and you can exercise locally more than once a day. However this crisis is far from over, and social gathering with people that do not reside with you remains illegal. Cllr Goldsack noted that Police have made arrests and fined people in Soham for flaunting these rules and he understand they will continue to do so for flagrant breaches. Cllr Goldsack noted that if everyone follows the rules, and supports each other we can and will come through this quicker and in a better

position. Ending his report Cllr Goldsack wished all a safe and healthy next few weeks and looked forward to meeting all again on the other side of this current health issue.

Cllr Warner acknowledged CCllr Goldsack's written report in contribution to the evening's virtual meeting and then invited DCllr Jones, who presented a verbal report on East Cambridgeshire District Council (ECDC) matters² affecting Soham or more generally a summary of his statements reflected below:

- DCllr Jones noted his personal thanks to the volunteers and parish and town councils' actual work in the community during the current crisis criticising the District Council for 'palming off' these responsibilities. DCllr Jones indicated he expected to raise this matter at the next full council virtual meeting which will be, like tonight's and that planned County Council meeting, conducted using Zoom and Youtube.
- DCllr Jones noted that the insufficiency in land supply in the current Local Plan 2015 would be added to and that subject to approval by the District Council would now represent over 6 years of housing supply in the District. This action, where lawful, would negate the relative 'weight' given over to this current deficiency in planning decisions (approvals) wrt Principles for Development.
- DCllr Jones was pleased to note that the planning application at Soham Lodge had been rejected by the District Planning Committee in spite of the planning officers' recommendation for approval due to unsustainability issues related to town access, current road & junction safety and proximity to common land which would have, if allowed to go ahead, open the way for possibility of further in-fill developments opportunities and urban spread.
- DCllr Jones noted that in his opinion the large housing development proposed at the Eastern Gateway would go ahead as although between two commons it did spatially represent an in-fill opportunity³.
- DCllr Jones noted that the bins at the play area at Kingfisher Drive had not been emptied routinely during the crisis and he confirmed that he had reported this matter to the relevant ECDC Dept.

Thereafter in session the first official business of the Annual Meeting of Soham Town Council (2020):

30/20

NOMINATIONS FOR & ELECTION OF CHAIRMAN FOR THE ENSUING CIVIC YEAR

NOTED Clerk called for nominations for (re)election of elected Cllr to serve as Chairman for the civic year

APPROVED Cllr Warner (nominated and proposed Cllr G Dyer seconded Cllr E Johnston) re-elected, unopposed and by unanimous vote of the membership in attendance, as Chairperson for Soham Town Council for the ensuing Civic Year⁴

Cllr Warner assumed the Chair delegated temporarily to the Clerk and thanked the membership and staff for their continued confidence. The meeting then proceeded as follows:

² Post meeting note-a written report was received from CCllr Dan Schumann but was received outside of requested deadline to be included in tonight's meeting but was circulated to Cllrs next day

³ Any planning decisions (approvals) taken by the Planning Authority, as with any planning application is determined/based/assessed on individual merit

⁴ Due to the remote nature of the meeting the signing of Declaration of Acceptance of Office form to serve as Chairman in the presence of Clerk and Proper Officer to Council was assumed as automatic

31/20. NOMINATIONS FOR & ELECTION OF VICE CHAIRMAN FOR THE ENSUING CIVIC YEAR
APPROVED Cllr Johnston (nominated and proposed Cllr C Warner, seconded Cllr P Lane) re-elected, unopposed and by unanimous vote of the membership in attendance, as Vice Chairperson for the Civic Year (signing of Declaration of Office assumed as indicated in footnote 3 below)

32/20. ANNUAL MEETING (GOVERNANCE) MATTERS-UNDER STANDING ORDER 5

- A) ACKNOWLEDGED current governance documents for Soham Town Council under which the membership are expected to work/abide (Standing Orders, Financial Regulations, Code of Conduct, Committee Terms of Reference)
- B) UNDER PARISH COUNCILS (GENERAL POWER OF COMPETENCE- [PRESCRIBED CONDITIONS) ORDER 2012
NOTED Soham Town Council currently does not meet the eligibility requirements due to lack of minimum number of electorally mandated Cllrs (elected unopposed /uncontested) to exercise the Power of General Competence (GPC)
- C) CONFIRMATION OF SCHEDULE OF FULL COUNCIL AND COMMITTEE MEETINGS FOR THE YEAR (as attached- this timetable will be subject to change including cancellation of meetings due to coronavirus COVID-19 infection)
NOTED BUT MEMBERSHIP ACKNOWLEDGED that given the mandatory number of full council meetings, excluding the Annual meeting of the electorate, a year is only 3 (under normal conditions Soham Town Council convenes more than 10) consideration would be applied to relative merit and need of convening meetings whilst under health and safety restraints imposed by coronavirus COVID 19.
- D) MEMBERSHIP & APPOINTMENT OF CHAIRPERSONS TO STANDING COMMITTEES (PLANNING, COMMUNITY AMENITIES (COM) AND CEMETERY & ALLOTMENTS (CA)) (attached – (RE) appointments of Chairpersons to Standing Committees required at time of meeting).
APPROVED re-election of Cllr Pallet (nominated and proposed Cllr C Warner, seconded Cllr L Johnston) to Chairperson Planning Committee
APPROVED re-election Cllr Dyer (nominated and proposed Cllr C Pallett, seconded Cllr R Aitchison) to Chairperson Allotments and Cemetery
APPROVED re-election Cllr D Woricker (nominated and proposed Cllr C Warner, seconded Cllr A Woricker) to Chairperson Community Amenities.
NOTED membership to each committee with exception of removing former Cllr Curtiss's name from lists remained as currently stated -any subsequent changes to be notified as and when required
- E) CONFIRMATION OF MEMBERSHIP TO ANY ANY WORKING PARTIES & TO ANY EXTERNAL BODIES &/OR REPRESENTATIONS FOR THE ENSUING CIVIC YEAR.
NOTED membership will remain as current with exception of removing former Cllr Curtiss's name from list remained as currently stated- any subsequent changes to be notified as and when required.

33/20 APOLOGIES FOR ABSENCE
Apologies were received by Cllrs Gipp, Leonard, Woodbridge & Ross and duly authorised by the membership. The Clerk noted that apologies were also received from CCllr Hunt. The Chairman confirmed that he had reluctantly accepted the resignation of Mrs Angela Curtiss (normal procedures for advertising vacancy and recruitment of prospective members apply).

CHAIRMANS ANNOUNCEMENTS & TOWN CLLR UPDATES

Cllr Warner noted his extreme disappointment with the initial response from both District and County Councils to the COVID emergency. Apart from an initial letter/communication from District passing all responsibility down to the relevant town (or parish) council and in this being told to organise themselves, no further communication had been received during the lead up to the national lockdown.

The Chairman stated that he remained impressed and grateful with how the town councils' staff and the local community responded to that initial higher tier response, appealing both for volunteers and for those at risk, to voluntary register on its COVID- database. The Town's emergency response centre opened on the first day of lockdown for registration and the co-ordination of local help groups, foremost of these was Soham Helping Hands and AAA (triple A) Motorcycle Club.

Cllr Warner reported that there were now over 100 registered volunteers with 800 residents (circa 5% of residents) in Soham on its COVID database of which 120 routinely accessing essential services (shopping, prescription, contact calls etc).

He commented further that if a town such as Soham could respond in such a manner, both District and County with their additional and better resources should have played much more of a significant lead role in formulating a response to cover such important issues as protecting vulnerable with appropriate security, providing insurance to District wide volunteers and being compliant with GDPR. He added that he was left very disappointed with higher tier authorities, as he had been led to believe that there was retained as a matter of Policy such contingency and emergency planning for national emergency's and disasters, but COVID had demonstrated how tardy and ill equipped these Authorities were to deal with basic social issues at the resident (individual) level relying heavily and almost exclusively on local presence, local champions, local resilience and local funding.

Cllr Warner further noted his disappointment at some County and City Cllrs, at these remote 'catch up' meetings organised as 'coordination and community hubs' who expressed criticism to those local efforts and initiatives in spite of them providing no practical resources or actions to cope in rural areas. Noting it was a somewhat hypocritical stance considering it remains a Duty for Cambridgeshire County Council as the responsible Authority to act in regards to basic social care provision, it nevertheless demotivated him, the staff and community volunteers.

Cllr Warner noted fundamental shortcomings of CCC in lacking basic community social care provision, in retention of basic information, in organising co-ordinating and implementing basic support to the elderly/vulnerable whether that basic need arose in their own homes, in sheltered accommodation or private or publicly owned care facilities. Such need was patently present irrespective of the current crisis which had merely acted to expose those deficiencies. Cllr Warner commented that post lockdown when normal circumstances prevail and parish and town council were not be able to extend their own (emergency) Powers and insurances, when GDPR requires vital information and data to be disposed of and where national Goodwill as resource becomes in shorter supply then the Duty of care for a significant number of the population who continue to need basic social care remains the remit, responsibility and cost of Cambridgeshire County Council.

DECLARATIONS OF INTEREST

Cllrs Aitchison and Lane declared DPI's to agenda item 38/20 E Ambulance Station.

Having declared a DPI and where no dispensations had been applied for or agreed with the Proper Officer⁵ prior to a meeting it remained the responsibility of those Cllrs making DPI declarations⁶ to take the necessary actions to recuse themselves from the meeting and prior to debate and or council decisions to those items and matters.

36/20. CORONA VIRUS (COVID-19)

I) UPDATE STC/SOHAM HELPING HANDS (SHH)-£1000 contribution retrospective approval by membership including any COUNTY & DISTRICT ACTIONS

NOTED matters and comments reported under Public Comment Time and District & County Cllr updates and 34.20 (above)

APPROVED UNANAMOUSLY VOTE OF THANKS (proposed by Cllr Aitchison seconded Cllr Johnston) to Ms Sally Prior of Soham Helping Hands and their volunteers, AAA (Triple A) Motorcycle Club, Assistant Clerk and Clerk for making the COVID 19 community support line in Soham successful and a template in cases of future emergency preparation(s).

APPROVED retrospectively £1000 under s137 for COVID19 emergency fund to be retained and dispersed at discretion of the Chairman.

NOTED: The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and under this legislation:

II) VIRTUAL MEETINGS

APPROVED (proposed Cllr Warner, seconded Cllr Aitchison) unanimously and retrospectively (Regulation 5) to extend the definition of "place" in Soham Town Councils current Standing Orders to include more than one location including electronic, digital or virtual locations until further notice.

III) RESOLUTION CANCELLATION ANNUAL TOWN MEETING (CURRENTLY SCHEDULED 18TH MAY 2020)

NOTED the temporary flexibility regulations do not dispose of those same requirements/definitions for the annual meeting of the electorate which although organised by the town council is not a council meeting and therefore not in its own Standing Orders (Schedule 12 part III para 14 Local Government Act 1972).

APPROVED (proposed Cllr Aitchison, seconded Cllr Lane) unanimously due to these issues and continuing public health concerns to rescind its former approval under minute 26.20)

APPROVED (proposed Cllr Warner, seconded Cllr Pallett) unanimously not to hold an annual meeting (meeting of the electorate) in 2020 due to ongoing public health considerations.

(NOTED no date for rescheduling for this meeting considered or proposed at the meeting)

IV) RETROSPECTIVE APPROVAL OF ZOOM PLATFORM TO CONDUCT SOHAM TOWN COUNCIL MEETINGS UNTIL FURTHER NOTICE

APPROVED (proposed Cllr Warner, seconded Cllr Johnston) unanimously use of Zoom video conferencing platform to conduct meetings until further

⁵ Delegated to Clerk Soham Town Council

⁶ Failure to comply with the rules is a criminal offence and may be punished by a **fine** of up to £5,000 and/or disqualification for up to 5 years.

notice and for the avoidance of doubt inclusive of its use to any approvals made under minutes 20-36.20 iv) at tonight's meeting.

V) APPROVAL OF 20-21 SCHEDULE OF MEETINGS (SUBJECT TO CHANGE/REVISION DUE TO CURRENT CORONAVIRUS COVID-19 INFECTION)

APPROVED (proposed Cllr Warner, seconded Cllr Johnston) unanimously the suggested schedule but subject to the need to convene each meeting will be considered on merits of need, statutory obligations and weighed against Government advice and resources retained.

VI) COVID-19 POLICY SOHAM TOWN COUNCIL AS GOOD EMPLOYER

APPROVED (proposed Cllr Warner, seconded Cllr Johnston) draft Policy for inclusion in the town councils Policy and Procedures manual noting that this Policy will be subject to changes from Central Government and should be updated accordingly by the Health and Safety Advisor as and when required together with any return to work risk assessments.

37/20

MINUTES OF MEETING HELD ON 9th MARCH 2020 (attached-noted no monthly meeting held in April 2020 due to coronavirus/COVID 19)

RESOLVED and APPROVED that the minutes of the meeting on the 9 March 2020 as printed and attached herein as being a true record of proceedings which were duly signed as such by the Chairman.

38/20

MATTERS ARISING FROM THE CURRENT & WHERE NECESSARY PREVIOUS FULL COUNCIL MINUTES (matters not listed on the agenda specifically below BUT to include):

A) NEIGHBOURHOOD PLAN(NING) -WORKING GROUP UPDATES –

Any approvals to be made by Soham Town Council as Lead Body [Town and Country Planning Act 1990 s61F(1), (2)] including aspects of designation of neighbourhood area, appointment of consultant, grant application AOB.

NOTED Cllr Aitchison's comments that no meetings had been undertaken during the lock down but she confirmed that the grant received had an underspend for the year which would need to be reimbursed to the Grant Provider.

B) Expressions of Interest for projects for inclusion on the ECDC CIL Infrastructure List (previous listings, correspondence 13/20 & 23/20ii *not to be confused with the 15% CIL contribution currently provided to the council as consequence of housing development in town*)

APPROVED until a feasibility and costing (business case) study for those amenity and infrastructure improvements projects identified by the membership in its forward (strategic) planning exercises earlier in the year no expressions of interest will be submitted to ECDC (matter delegated to Office and Finance & Policy committee)

C) Expression of interests: £5 million Community fund Cambridgeshire County Council

NOTED the expression of interest for land provision for green space and amenity provision submitted by Cllr Johnston and CCllr Goldsack (outcome to be advised at subsequent council meetings).

D) MHI improvement 2020-21 ECDC Panel results (link attached) and call for applications 2021/22

NOTED DCllr Charlesworth comments regarding the previous year's Clay St bid (traffic calming measures) failed to reach the points-based assessment (cut off) for CCC funding this time around but she intended to reapply again in this year's funding round and hoped that the town council would be able to increase its contribution above the mandatory 10%.

Due to the limitations of live streaming on YouTube, with the permission of membership, the Chairman varied the Order of the Agenda so that 38/30 (E) Ambulance station could be considered at end of meeting.

- 39/20 MINUTES OF MEETINGS OF STANDING COMMITTEES*
Finance & Policy - 30th March, 27 April 2020 (NONE)
Planning - 30th March 27 April 2020 (NONE)
NOTED due to coronavirus COVID 19 all scheduled town council meetings and events at the Pavilion Soham had been suspended or cancelled from mid March 2020 until introduction of legislation to allow remote/virtual meetings to take place.
- 40/20 MATTERS ARISING FROM THE MINUTES FROM LAST MONTHS' AND PREVIOUS STANDING COMMITTEE MEETING MINUTES (to be specified at time of meeting) – to include:
Due to the requirement for town Cllrs to identify the previous minute(s) to which they were making reference for further council consideration no matters were brought forward under this section.
- 41/20 A) RECEIPTS AND PAYMENTS OF ACCOUNTS MADE IN MARCH 2020, STATEMENT OF BALANCES AS AT 31st MARCH 2020 AND BUDGET ACTUAL REPORT 1 APRIL 2019- 31 MARCH 2020
NOTED income & RESOLVED approval of those payments made to 31 March 2020 totalling £ 53278.32 (inc vat) and as attached to the council minutes as appendices.
NOTED & APPROVED budgetary balances as stated at 31 March 2020.
NOTED & APPROVED budget report 1 April 2019-31 March 2020 (see additional matters listed under 42/20 below)
B) RECEIPTS AND PAYMENTS OF ACCOUNTS MADE IN APRIL & STATEMENT OF BALANCES AS AT 30th APRIL 2020
NOTED income & RESOLVED approval of those payments made to 30 April 2020 totalling £29700.97 (inc vat) and as attached to the council minutes as appendices.
NOTED & APPROVED budgetary balances as stated at 30 April 2020.
C) COMPLAINT -MS HANNAH ALLEN-Soham Town Council domestic rate rise (precept) 2020
NOTED those email threads from complainant highlighting her statements of complaint and responses by Clerk including attachments together with copy of formal invitation to complainant with Soham Town Councils Complaints Handling Policy had been circulated to all members prior to the meeting.
NOTED complainant had not responded to the Clerks formal invitation to attend/participate/make representation at tonight's meeting
NOTED Chairman's comments relating to the statistical insignificance of two complaints received (one being resolved informally by the Clerk) from an electoral roll in excess of 8000 to the percentage increase.
NOTED number of statements of complaint made by complainant and entitlement to make such/any statements and retain personal opinions but having provided no additional evidence in support of her assertions and observations
- noted Soham Town Councils legal ability to autonomously set the rate rise to whatever level it deemed fit for purpose/need
-with exception of agreeing with fact of the percentage rate rise to precept 2020 not to uphold Ms Allen's statement in complaints.

APPROVED letter confirming decisions be issued to complainant.

42/20

AUDIT COMMISSION ANNUAL RETURN (AGAR) FORM FOR SOHAM TOWN COUNCIL FOR FINANCIAL YEAR ENDING 31st MARCH 2020:

- I) APPROVED unanimously 'yes' in answer to questions 1-8 (question 9 not applicable) on Section 1-Annual governance statement, Annual Governance & Accountability Return (AGAR) form for Soham Town Council for the year ending 31st March 2020
- II) APPROVED unanimously set of accounts prepared by Responsible Financial Officer to year end as previously approved by Chairman Finance & Policy-inclusive of asset register valuation (see point V below) and statement of account for statutory allotment provision
 - a) NOTED WITH VOTE OF THANKS the extensive restitutive land improvement works and introduction of safety fencing to Weatheralls allotment site under Cllr Dyer Chairman of Allotments and Cemetery.
 - b) NOTED Cllr Aitchison's suggestion of ground spraying the recently cleared areas at Weatheralls to keep the weeds in check.
 - c) NOTED as consequence more tenancies and rents likely and emails in thanks/appreciations for these improvements have been received by Office.
 - d) NOTED the extensive use/depletion of the town councils general funds for community infrastructure and amenity improvements which have been mitigated in part by this years precept rate demand (see complaint 41.20 C above)
- III) APPROVED unanimously the bank reconciliation, reconciliation (twice?) between boxes 7&8 (Section 2 AGAR see iv below) and explanation of variances and asset valuations between current and previous financial year's return.
- IV) APPROVED unanimously the figures as presented in Section 2- Accounting statement, Annual Governance Statement for Soham Town Council for the year ending 31st March 2020.
- V) CONSIDERED any 'exceptions' noted by External Auditors on previous years AGAR and:
 - a) CONFIRMED those restitutive actions taken in year in relation to preparation adoption and review in the previous year and at this meeting (no further revision) of Soham Town Councils Risk Assessment & Management Policy.
 - b) NOTED BUT DISAGREED with the external auditors 'exception' in relation to 'restat(ing)' asset register values noting Soham Town Council will continue to apply (re)evaluations as and where it deems appropriate on a proxy, known or nominal level as highlighted in table of asset valuations provided and as approved under set of accounts-III above.
- VI) RECONFIRMED unanimously the annual appointment of Canalbs Ltd as IIA to Soham Town Council for 2020-21 (year ending 31st March 2021- noted that Annual Internal Audit (IIA) report and completion and signature for section 3 Annual Governance & Accountability Return (AGAR) for 2019/20 will occur after approval of Section 1 and 2 -matters as approved under I and IV above).

43/20

REQUEST FOR COMMUNITY FUNDING/SUPPORT(*WHERE EVENT NOT CANCELLED DUE TO CORONAVIRUS)

- a) APPROVED by majority (proposed by Cllr Warner, seconded Cllr Aitchison -5 for [CW, AP, GD, PL, RA], 3 against [EJ, DW, AW]) expenditure of £500 under s137 in favour of CCC Annual Summer Reading Challenge*
- b) APPROVED by majority (proposed by Cllr Warner, seconded Cllr Dyer -5 for [CW, AP, GD, PL, RA], 3 against [EJ, DW, AW]) expenditure of £281.99 under s137 for Annual Insurance premium Berrycroft (public) gardens.

- c) APPROVED by majority £1000 (proposed by Cllr Warner, seconded Cllr Aitchison, 5 for [CW, AP, GD, PL, RA], 3 against [EJ, DW, AW]) under s137 in favour of Relate Cambridge
- d) APPROVED by majority (proposed by Cllr Aitchison, seconded Cllr Pallett-5 for [CW, AP, GD, PL, RA], 3 against [EJ, DW, AW]) those costs up to £1260 +/- 15% under Powers Highways Act 1980, s.274A relating to Remembrance Day 2020* traffic control and management.

44/20 CORRESPONDENCE –NOTED ONLY UNLESS OTHERWISE RECORDED IN THE MINUTES-which appear *italicised* and in **BOLD**.

- IHMC Roadworks & events bulletin 1st - 15th April 2020, 16th - 30th April 2020, 1st – 15th May 2020.
- TRO 19/941A Footpath 93 -Soham Temporary prohibition of use of footpath from 2nd May 2020- 1st May 2023 (or sooner)- to facilitate new housing development works
- Emergency TTRO 20/446 - Hall Street emergency water pipe repairs between 31 March and 2 April 2020.
- CCC Highways April to June 2020 Micro Asphalt Works Program (e) and CCC highways notification Proposed closures - Various Roads, East Division May 2020- suspended until further notice
- Cambridgeshire and Peterborough Minerals and Waste Local Plan and associated Policies Map Submission to the Secretary of State
- Proposed Rail Crossing Diversion Order at Soham (Soham Rail station proposal)
- CCC IHMC March Incident Report
- BUS, CYCLING AND WALKING CONSULTATION extended from 19th April to 30th May 2020 due to coronavirus COVID-19
- Cllr Lane noted this consultation could be completed on-line and urged all to ensure that they respond before the deadline.***
- Proposed closure - The Cotes, Soham 27/07 - 29/07/2020 Diversion in place Barway Rd, A142 Ely Rd Townsend Juluis Martin and vice versa.
- Open letters to Parish and town councils, Rt Hon Robert Jenrick MP
- NOTED letter includes confirmation of £1.6 billion to be made available to the lowest tier (parish and town) councils but at present no confirmation has been received from ECDC to its receipt or mechanism (method and calculation) for its dispersal.***
- NOTED council employees as key workers are entitled to receive COVID 19 testing (information to be referred to Health & Safety advisor)***

45/20 MONTHLY PAPERS/BIBLIOGRAPHY/PERIODICALS/BULLETINS (LIST TO APPEAR IN MINUTES ONLY).

Allotment and Leisure Gardener	Issue 2 2020
The Clerk Magazine	vol 51 no 3 May 2020
Clerks and Councils Direct	issue 129 May 2020

46/20 DATE OF NEXT MEETING

- 8th June 2020 (subject to revision as stipulated below)
- NOTED Chairman's comment that the current approved schedule of meetings, given the issues and resource limitations will be subject to cancellation, postponement and residents and Cllr members are advised to refer to official noticeboards and the council website www.soham-tc.gov.uk for current information.

At 8:23 pm under the Notice of Exclusion of the Public and Press as indicated on the formal Agenda the Chairman instructed participants, Cllrs Aitchison and Lane to withdraw from the

Zoom meeting to enable the members to consider and make decision (Approvals) regarding 38/20 E) Ambulance Station. In compliance with these instructions the live transmission via YouTube was ended.

38.20 E) AMBULANCE STATION

ACKNOWLEDGED letter from Birketts LLP (Norwich) in response to Soham Town Council's recent letter offering to purchase outright the Ambulance Station and land thereon.

APPROVED letter in response be issued to Soham United Charities via Birketts LLP highlighting

-that no answer to its Offer had been provided

-that without proof of entitlement the current restrictions/stipulations as noted under Section C at HM Land Registry in favour/benefit of Soham Town Council remains valid and in force

-continued concerns regarding the structural safety of the building given its visible deterioration and location near to a highly used pedestrian and vehicular access route into the carpark/recreation ground

- in the Public Interest seek assurances from Soham United Charities of requisite insurances and risk (building audit) assessments against incident or accident to ongoing public safety concerns.